

# DISPOSAL SHEET FOR EMPTY CHEMICAL CONTAINERS

## **PURPOSE:**

TO IDENTIFY CHEMICAL CONTAINERS THAT ARE **EMPTY ONLY**. **DO NOT USE** THIS FORM FOR NON-EMPTIED CHEMICALS THAT ARE TRANSFERRED TO THE HAZARDOUS WASTE COORDINATOR FOR DISPOSAL OR REDISTRIBUTION (CONTINUE TO USE WASTE LOG SHEETS TO TRACK NON-EMPTY WASTE CONTAINERS).

## **INSTRUCTIONS:**

1. PLEASE PEEL BARCODE OFF OF CONTAINER AND PLACE IT ON THE APPROPRIATE LINE BELOW.
2. COMPLETE THE "EMPTY DATE" AND "EMPLOYEE NAME/NUMBER" INFORMATION.
3. LEAVE THE "CHEMICAL NAME" COLUMN BLANK, IF THE BARCODE LABEL IS UNDAMAGED AND AFFIXED TO THIS SHEET. HOWEVER, IF THE BARCODE IS MISSING OR DAMAGED, PLEASE COMPLETE THE "CHEMICAL NAME" COLUMN.
4. ON THE 1<sup>ST</sup> OF EACH MONTH, PLEASE FORWARD THE "DISPOSAL SHEET FOR EMPTY CHEMICAL CONTAINERS" – WHETHER THE SHEET IS FULL OR NOT - TO **THE ES&H OFFICE – MAILSTOP 1621**. IF COMPLETED BEFORE THE 1<sup>ST</sup> OF THE MONTH, PLEASE FORWARD.
5. ADDITIONAL FORMS CAN BE ACCESSED AT THE LABEL STATIONS IN EACH OF THE BUILDINGS WHERE CHEMICALS RESIDE **OR** CAN BE RETRIEVED FROM **NREL'S ES&H HOMEPAGE**.

<b><u>BARCODE LABEL</u></b>	<b><u>EMPTY DATE</u></b>	<b><u>EMPLOYEE NAME/NUMBER</u></b>	<b><u>CHEMICAL NAME (COMPLETE ONLY IF THE BARCODE LABEL IS MISSING OR DAMAGED)</u></b>